



## What is Telework?

“Telework,” also known as telecommuting, is the ability to do your work at a location other than your “official duty station.”

Telework is considered paid employment, either full-time or part-time, that is regularly performed, in whole or in part, at a location other than the employer’s customary office or place of business, including the worker’s home or a telework center. With portable computers, high-speed telecommunications links, and ever-present pocket communications devices, many employees today can work almost anywhere at least some of the time.

## Fact

There are 33 million people with disabilities between the ages of 16-64. The employment rate among working age individuals is 56%, far below the rate of individuals without disabilities.

With the option to telecommute, far more individuals with disabilities can provide the services needed to keep your business serving its clients quickly and effectively.



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This fact sheet and others can be found at [www.mdworkmatters.org](http://www.mdworkmatters.org) and [www.mdworkforcepromise.org](http://www.mdworkforcepromise.org).

Questions?

Contact [employer@mdod.state.md.us](mailto:employer@mdod.state.md.us)

# Telework

## How Can Telework Benefit Your Business?

Teleworking has many benefits for a business. Below are just a few:

- ◆ Teleworking allows a business to attract and retain the most forward-thinking employees who can work from anywhere at anytime utilizing the most technologically advanced devices to complete that work.
- ◆ Teleworking reduces employee lateness and callouts caused by long commutes, congested highways, and unrelated family/life issues.
- ◆ Teleworking decreases business overhead costs by reducing required space and utilities costs.
- ◆ Teleworking helps retain employees who may otherwise leave, often in cases of spousal job change or economic, familial changes at home.
- ◆ Teleworking retains an aging workforce, keeping the most knowledgeable, skilled employees in service.
- ◆ Teleworking helps reduce urban congestion and smog, contributing to a healthier environment.
- ◆ Teleworking ensures a constant workforce in spite of unforeseen emergencies causing customary places of employment to shut down.

## Creating Your Business Telework Policy

It's important to develop a telework policy that will meet the needs of your business and your employees. A few issues to consider when developing this policy may include:

- ◆ Determining what types of telework opportunities will be made available to employees.
  - ◆ Determining if teleworkers will be allowed to follow an alternative work schedule.
  - ◆ Determining modes of supervision for employees utilizing telework.
  - ◆ Determining who will provide needed equipment for the home-based work-site.
- There are many other issues to consider when developing a Telework policy, and those listed above are just a few. For more in-depth information and guidance on creating Telework policies, please visit [www.telework.gov](http://www.telework.gov).

## WorkABILITY Loan Program

As a business in Maryland considering telework, there is a program administered by the Maryland Technology Assistance Program / Maryland Department of Disabilities called the WorkABILITY Loan Program. So, if your business hires employees with disabilities and would like to set up a telework situation with them, this program helps Maryland residents with disabilities qualify for low-interest loans to buy equipment to support teleworking, maintain or gain employment, or start small businesses. For more information, visit [www.mdta.org](http://www.mdta.org) and click on "WorkABILITY Loan Program" or call 410-554-9233 or 1-800-832-4827.